



Major Pre-Application Meeting Request Form

Major Pre-application meetings (Pre-Apps) are not to review or submit an application package. Contact the Zoning Information Counter (888-267-8770) for assistance in completing discretionary permit applications and to schedule a submittal appointment please call (858-694-2262).

Major Pre-Apps are mandatory for projects that will be approved by the Planning Commission or Board of Supervisors:

- Tentative Maps;
- Major Use Permits (non-cell sites);
- Rezones;
- Specific Plans/Specific Plan Amendments
- General Plan/General Plan Amendments
- Open Space Vacation;
- Reclamation Plan;
- and optional for other projects;

Major Pre-Apps consist of a more detailed review, and are intended to identify and resolve major issues that may affect project design and processing for large and/or complex projects (typically cost \$8,000 - \$10,000+).

Requestor's Name: _____ Requestor's Phone #: _____

Mailing Address: _____

Requestor's Fax: _____ Email Address: _____

Property Assessor Parcel Number(s): _____ Acres: _____

Property Address/Location: _____

Are you an Attorney or are you bringing an Attorney to the Meeting? ☐ Yes ☐ No

Are you an Attorney or are you bringing an Attorney and will legal issues be discussed? ☐ Yes ☐ No

Be aware that DPLU Policy requires that a Deputy County Counsel attend meetings where an outside attorney is present and legal issues will be discussed. Deputy County Counsel will charge at the hourly rate mentioned below. If you check the "Yes" box, above, change your mind and fail to notify DPLU that you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.

PAYMENT FOR MAJOR PRE-APPS

DEPOSIT REQUIRED with submittal request. Amount to be determined based on type of permit required. Check with Zoning at (858) 565-5981 for an estimate of deposit amount.

In certain instances where a project may be considered minor and non-controversial a waiver of the mandatory Major Pre-Application Meeting may be approved by the Department of Planning and Land Use (DPLU). The applicant may submit the completed form (ZC #033-Waiver) to the DPLU Zoning Counter for DPLU's consideration. A DPLU determination on the waiver will be mailed to the applicant within five days of the waiver submittal request.

MEETING PURPOSE/PROJECT DESCRIPTION

Explain the purpose of your pre-app request with a written description of your proposed project (include how water, sewer, and access will be obtained) and list specific questions that you would like answered. Please attach additional pages if necessary and an exhibit or plot plan of your proposal if available. If studies are available they may also be submitted to assist staff with their review. **NOTE: PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE AS THIS WILL ALLOW FOR STAFF TO PROVIDE MORE DETAILED AND CONSTRUCTIVE FEEDBACK. PLEASE PROVIDE AT LEAST 5 COPIES OF ANY MAP, PLOT PLAN, ATTACHMENT, ETC.**

MEETING REQUEST SUBMITTAL

Please return this form and attachments, if any, to: Project Processing, Attn: Carl Hebert, Department of Planning and Land Use, 5201 Ruffin Road Suite B, San Diego, California 92123-1666 or by fax to (858) 694-3891.

Major Pre-Application Meetings generally take place within 4 weeks from receipt of this form. The lead planner to whom the pre-app is assigned will contact the pre-app requestor generally within 10 working days of receipt of this form to schedule the meeting.

FINANCIALLY RESPONSIBLE PARTY

I, the undersigned, as financially responsible person for the pre-application meeting, understand that I must pay the required deposit to "COUNTY OF SAN DIEGO" for a Major Pre-Application when my request is submitted. I understand that if I arrive for a meeting without payment of the required deposit, the meeting will be rescheduled.

Name (if different from Requestor): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Date

Signature (**Required**)

FOR STAFF USE ONLY

KIVA Pre-App #: _____ Student Intern: _____

Project Manager: _____ Planning Manager: _____

